

Title: Right of Way Acquisition Agent III	Effective Date: September 22, 2014	Grade: XV	Job Category: Professional
Prior Title: Realty Appraiser/Negotiator	Prior Effective Date: June 16, 2011	Grade: XV	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is accountable for the acquisition of right of way for highway or transportation related purposes. This position is also responsible for preparing waiver valuations for the acquisition of right of way for highway or transportation related purposes.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Determine the fair market value and prepare waiver valuations for properties involved in right of way acquisition when the valuation is uncomplicated and the anticipated value of the acquisition is \$10,000.00 or less.
- Negotiate and acquire a wide array of real property acquisitions through personal negotiations.
- Acquaint property owners with the right of way and construction plans of the proposed project.
- Advise property owners on how much property is being acquired, the effect on remaining property, and how offer was determined.
- Review title information and obtain documents to ascertain proper signatories on contract to sell.
- Coordinate with design divisions on potential changes identified during negotiations.
- Attend and participate in public meetings.
- Assist in training of acquisition personnel.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in real estate or related field plus two years direct experience in highway right of way appraisals and two years direct experience in the acquisition of real property for highway or transportation related purposes; OR the educational equivalent to a high school diploma plus three years direct experience in highway right of way appraisals and three years direct experience in the acquisition of real property for highway or transportation related purposes. Successful completion of forty-five hours of appraisal courses with final examinations that had to be passed at that conclusion of the courses. Each appraisal course must have been 15 hours in duration. Working appraisal knowledge of all areas in the State of Arkansas. Considerable knowledge of property values and methods of appraising property. Considerable knowledge of Arkansas statutes relative to the laws of eminent domain. Ability to utilize county, state and federal records in searching for deeds, easements, condemnations, releases, etc. Ability to read, interpret and understand highway construction plans and right of way maps. Ability to write a working description for parcels of property. Ability to express findings clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationship with public officials and the general public. Physical ability to traverse rugged terrain. Valid driver's license and constant statewide travel required. Constant statewide travel for this position means overnight travel up to 4 nights per week depending on project locations.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.